



This form can be emailed, faxed, mailed or in-person at:  
Alameda Recreation and Park Department (510)747-7529  
2226 Santa Clara Ave., Alameda, CA 94501 FAX (510)523-4071  
Email – ARPD@alamedaca.gov

## FACILITY USE PERMIT

Permit # \_\_\_\_\_  
Date \_\_\_\_\_  
Time \_\_\_\_\_  
Rec'd by: \_\_\_\_\_

Name of Individual or Group \_\_\_\_\_

Individual in Charge \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Proof of Residency \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ HOURS OF USE FROM: \_\_\_\_\_ TO: \_\_\_\_\_

ESTIMATED ATTENDANCE: Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total: \_\_\_\_\_

**RECREATION CENTERS - THE CITY REQUIRES ADDITIONAL INSURANCE WHEN ALCOHOL IS BEING SERVED. Alcohol shall not be consumed outside of the building, on any public street, sidewalk, or right-of-way. Security Deposit is required for use of Recreation Centers. 2 HOUR MINIMUM**

				Alcohol (indicate)
Leydecker		9a.m. – 12a.m.	Max. 70 Dining, 130 Assembly	
Lincoln (Harrison Ctr.)		9a.m. – 11p.m.	Max. 100 Dining, 140 Assembly	YES
Bayport		9a.m. – 11p.m.	Max. 70 Dining, 130 Assembly	NO

**PICNIC AREAS – Refer to our picnic policy for rules and regulations. 3 HOUR MINIMUM** **OPEN SPACE** ☐

Franklin		2 tables	Near tree area
Godfrey		3 tables	Behind Rec Ctr
Krusi #1		4 tables	Near grass area
Krusi #2		2 tables	Tot play area
Leydecker		3 tables	Along walk path
Lincoln #1 or All		5 tables	Under arbor
Lincoln #2		2 tables	End of area
Lincoln #3		3 tables	Center of area
Lincoln #4		3 tables	Along fence

Inflatable Jumper Co. \_\_\_\_\_ How many \_\_\_\_\_  
Vendors \_\_\_\_\_

Littlejohn #1		2 tables	Near swings
Littlejohn #2		2 tables	Between 1 & 3
Littlejohn #3		4 tables	Nearest Benton
Shoreline #1		1 table	Seaview/Aughinb
Shoreline #2		2 tables	Near ferry bldg
Tillman #1		2 tables	Tot play area
Tillman #2		3 tables	Nearest Kofman
Tillman #3		3 tables	Near baseball
Washington Lower #1		1-2 tables	Near softball
Washington Lower #2		1-2 tables	Near softball
Washington Upper		All tables	Play structure

**ATHLETIC FIELDS – See field policy for rules and regulations.**

### TENNIS

Softball			Baseball & Softball			Soccer	
Krusi #2 or #4		Rittler		Godfrey		Washington Upper	Harrington
Leydecker		Tillman		Krusi #1 or #3		Washington Lower	Atlantic
Littlejohn		Woodstock		Lincoln			Bayport

Fairfield	
Krusi	
Leydecker	
Franklin	

### SWIM CENTERS

Emma Hood (Alameda HS)		Encinal Swim Center	
Competitive Pool		Tiny Tot Pool	
Diving Pool		Competitive Pool	

### Lincoln Park Only

☐ Bocce Ball

Facility available: ☐ YES ☐ NO **PROOF of RESIDENCY** \_\_\_\_\_

Center: \_\_\_\_\_ hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Picnic: \_\_\_\_\_ hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Other: \_\_\_\_\_ hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Deposit = \$ \_\_\_\_\_

**TOTAL** = \$ \_\_\_\_\_

Insurance Provided: ☐ YES ☐ NO ☐ Pending

MC VISA Discover Cash Check# \_\_\_\_\_

**ALL FEES DUE AT TIME OF RESERVATION**

**RECEIVED BY** \_\_\_\_\_

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Contact the office for availability. Thank you.



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## **FACILITY USE PERMIT**

"I, \_\_\_\_\_ and/or organization \_\_\_\_\_ shall indemnify, defend, and hold harmless City, its City Council, boards, commissions, officials, employees, and volunteers ("Indemnitees") from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees ("Claims"), arising from or in any manner connected to "individual/group/organization" use of City property or equipment, whether alleged or actual."

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

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**I have read the rules and regulations pertaining to picnics, recreation centers, open space, fields, tennis courts, bocce ball and swim centers and agree to abide by them.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ (Initial) Recreation Centers: #17 - **Cancellations**

30 days or more prior to event, \$15 administration fee.

15-30 days before event will forfeit full security deposit.

less than 14 days will forfeit full deposit and all fees paid.

\_\_\_\_\_ (Initial) Picnics: #15 - **Cancellations less than 7 days in advance forfeit all fees.**

More than 7 days in advance require a \$15 administration fee.

**Non Emergency contact phone the day of your event – 510.747.7542.**

**IN CASE OF EMERGENCY, CALL THE ALAMEDA POLICE DEPARTMENT  
AT 911 OR (510)337-8311**

***Reservation confirmation is not automatic.***

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